



2004 Delaware Estuary Grants Program

The National Fish and Wildlife Foundation, in cooperation with the Delaware Estuary Program (DELEP), its agency partners and other sponsors is pleased to announce a Request for Proposals for approximately \$500,000 in new funds under the 2004 Delaware Estuary Grants Program (Grants Program).

Introduction

In its first year, the Delaware Estuary Grants Program was able to offer \$500,000 to 27 organizations working to restore living resources and water quality in Delaware, New Jersey and Pennsylvania, three states that share the land and water in the 6,700 square mile Delaware Estuary. The Grants Program is designed to encourage stewardship in local watersheds working on projects that improve the health of the entire Estuary.

The Grants Program seeks to:

- Encourage innovative, locally-based programs or projects that restore important habitats and improve water quality within the Delaware Estuary;
- Support communities in developing and implementing watershed management plans;
- Develop the capacity of local governments, citizens groups and other organizations to promote community based stewardship and enhance local watershed management;
- Promote a greater understanding of the Delaware Estuary and the interrelationship between the health of the Estuary and the condition of local watersheds; and
- Strengthen the link between communities and the Delaware Estuary Program.

The National Fish and Wildlife Foundation administers the Grants Program in cooperation with the Delaware Estuary Program and other partner agencies including the Delaware Department of Natural Resources and Environmental Control, New Jersey Department of Environmental Protection, Pennsylvania Department of Environmental Protection, U.S. Fish and Wildlife Service, U.S. Environmental Protection Agency, Regions 2 & 3, and National Oceanic and Atmospheric Administration-Fisheries assist in identifying priorities for funding, reviewing applications, and providing technical assistance to applicants and grantees.

Major support for this program is provided by the U.S. Fish and Wildlife Service, National Oceanic and Atmospheric Administration-Fisheries and the William Penn Foundation. Additional funding is also expected from other federal and non-federal sources.

Applicant Eligibility:

Eligible applicants are either non-profit 501(c) organizations or local governments (i.e., counties, townships, cities, boroughs, conservation districts, planning districts, utility districts, or other units of local government) within the Delaware, New Jersey, and Pennsylvania portions of the Delaware Estuary

[see attached map](http://www.nfwf.org/programs/delaware_map.doc). (http://www.nfwf.org/programs/delaware_map.doc). Individuals, state and federal government agencies, and private for-profit firms are not eligible for grants under this program, but are encouraged to partner with eligible applicants.

General Priorities for Funding

A range of activities is eligible for funding through the Delaware Estuary Grants Program. Grants range between \$5,000 and \$25,000, with larger amounts awarded to projects that directly address action items of the *Comprehensive Conservation and Management Plan for the Delaware Estuary* (e.g., wetlands and stream corridor restoration, local watershed planning) or that otherwise demonstrate innovative approaches towards improving the Delaware Estuary.

Preference will be given to projects that 1) demonstrate measurable ecological or environmental benefits resulting from completion of the project, 2) include specific provisions for long-term management and protection, as appropriate, and 3) include education, training and public outreach components to enhance the benefits of the project.

Specific Priorities for Funding

Projects must directly address at least one of the following action items from the *Comprehensive Conservation and Management Plan (CCMP) for the Delaware Estuary*:

- Support the establishment of riparian corridor protection programs.
- Coordinate and enhance wetlands management within the estuary.
- Develop measures to protect shoreline and littoral habitats.
- Support removal of barriers to fish passage.
- Support watershed-based planning.
- Promote "hands-on" educational activities and volunteer stewardship activities.
- Projects that only seek funding for citizen monitoring activities are less competitive than projects combining citizen monitoring with other priority activities such as habitat restoration or watershed planning.
- Oyster reef enhancement.
- Restoring habitat for horseshoe crabs, identified as a critical species of importance.
- Implementing nonpoint source pollution projects aimed at stormwater control.

Applicants will find information on the priority goals and objectives for the Delaware Estuary and the *CCMP for the Delaware Estuary* at the [DELEP's website](http://www.delep.org/) at <http://www.delep.org/>. The *CCMP* is also available from the DELEP office (609/883-3225 ext. 257 or PO Box 7360, West Trenton, NJ 08628-0360). **Organizations seeking less than \$5,000 are encouraged to review guidelines for the DELEP minigrants program at www.greenworks.tv/delawareestuary/minigrants.htm.**

Grant Guidelines:

The following guidelines will be used by an advisory team of state and federal agency experts to evaluate proposals requesting support under the Delaware Estuary Grants Program. **Projects will be evaluated on how well they support the goals and commitments of the *CCMP for the Delaware Estuary* and match the following guidelines.**

Desirable:

- Matching funds are not required for this program. **However, preference will be given to projects that leverage the grant award with contributions of funds, goods and/or services from project partners.** *See below for more details.*

- Projects should demonstrate broad partnerships, in particular demonstrating strong community and/or local government support; letters documenting the support/contributions of project partners (including local, state and federal agency partners) are strongly encouraged.
- Projects must be ready to complete within approximately one year after receipt of the grant award; however, projects may be a discrete part of a multi-year planning, habitat restoration or water quality improvement project so long as there are definable outcomes for the proposed phase of the overall effort. The project narrative should include a clear timetable or schedule for project completion.

Required:

- Projects must be technically sound and feasible and carried out by qualified organizations. Documentation of technical assistance received or review by appropriate state and federal agencies is encouraged.
- If applicable, documentation that the project expects to receive or has received all necessary permits and clearances (e.g., NEPA or ESA).

Restrictions

Grant Program funds may not be used for land or easement acquisition, political advocacy, lobbying or litigation.

Whom may I contact with questions?

For questions regarding National Fish and Wildlife Foundation application procedures, please contact:

Lynn Dwyer
Assistant Regional Director, Eastern Region
National Fish and Wildlife Foundation
631-312-4793
delaware.grants@nfwf.org

Laura Carrier
Project Administrator
National Fish and Wildlife Foundation
202-857-0166
delaware.grants@nfwf.org

For questions regarding the Delaware Estuary Program please contact:

Martha Maxwell-Doyle
Assistant Director
Delaware Estuary Program
609-883-9500 ext. 215
mmaxwell@drbc.state.nj.gov

Submission:

A complete application package should include the following:

- A narrative not to exceed 7 pages (see application for details);
- A map indicating the location of the project (e.g., USGS 1:24000 topographic map with project boundaries, quadrangle name, and **longitude and latitude** of the project clearly marked);
- Letters documenting partner contributions; and
- Additional materials as appropriate (e.g., letters of support, figures, photos).
- Please include **five copies** of the application package (total of 6).
- ***Please no more than 3 applications per organization.***

Applications must be postmarked no later than June 7, 2004, and should be sent to:

National Fish and Wildlife Foundation
Attn: Delaware Estuary Grants Program
1120 Connecticut Ave., NW, Suite 900
Washington, DC 20036

Timeline

- Applications must be postmarked: **June 7, 2004**
- Anticipated announcement of awards: **September 27, 2004***

Please **do not contact the Foundation of DELEP regarding the status of your proposal until after the award announcement date.*

General Procedures for Grant Recipients

After project selection, Foundation staff will prepare grant agreements and other necessary paperwork. Additional information about the recipient's organization and its finances will be solicited during this time (e.g., IRS determination letter, most recent tax return). Please note that preparation of grant agreements will take approximately 8 weeks after receipt of the additional information by the Foundation. However, the Foundation will work with grant recipients on a case-by-case basis to expedite grant awards as necessary. Funds will be advanced to qualified grantees based on immediate cash needs of the project; some awards may be made on a reimbursable basis. Recipients will be expected to submit interim and final financial and programmatic reports. Recipients must also include 35mm slides or digital images that depict the accomplishments of the project made under this grant. Additional information on the grant process will be provided to successful applicants after project selection.



**National Fish and Wildlife Foundation
Delaware Estuary Grants Program
Application for Funds**
Applications must be postmarked no later than June 7, 2004

Incomplete applications will not be considered.

I. APPLICANT INFORMATION

Organization (intended recipient): _____
 Street: _____
 City, State, Zip: _____
 Home Page: _____
 Congressional District: _____
 Latitude/Longitude: _____
 Organization Type: _____
 (non-profit organization or local government agency)

Project Officer: _____	Financial Officer: _____
Telephone: _____	Telephone: _____
Fax: _____	Fax: _____
E-mail: _____	E-mail: _____

Tax Status: _____ Tax ID#: _____ Fiscal Year End (MM/DD): ____/____
 (e.g., 501(c)(3), university, etc.) (as assigned by IRS)

II. PROJECT INFORMATION

Project Name: _____
 Location(s) of Project: City: _____
 State: _____
 Country: _____
 U.S. Congressional District(s): _____

 Dates: Project Start Date: _____ Project End Date: _____
 Application Submission Date: _____

III. GRANT REQUEST

NFWF FUNDS REQUESTED: \$ _____ (in U.S. dollars, rounded to the nearest hundred)

MATCHING CONTRIBUTIONS

Amount to be contributed to match NFWF Funds: \$ _____

Source	Status (received/applied for)	Amount:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TOTAL PROJECT BUDGET (NFWF + MATCH): \$ _____

IV. PROPOSAL NARRATIVE:

Address each line item below in your proposal narrative. Clearly identify each item in a separate section. Total narrative length is not to exceed seven pages of single-spaced text (12 point font).

I. Project Abstract

- A.) Project description - provide a 2-3 sentence description of the project
- B.) Final product(s) - identify specific outcomes expected of the project (e.g., # of acres of wetlands restored, linear feet of forest buffer established, target audience reached through education or outreach programs)

II. Proposal:

- A.) Project need - describe the specific watershed management, water quality or living resource need(s) the project will address and its impact on local communities.
- B.) Objectives - provide a bulleted or numbered list of the project's specific objectives.
- C.) Overall context:
 - describe how the anticipated project results/outcomes of your project address the priorities and goals of the Delaware Estuary Program;
 - describe how this project relates to a local or regional watershed initiative or plan;
 - indicate whether this project is a continuation or expansion of an existing project and provide information on the status and results/outcome of the previous work
- D.) Methodology:
 - describe in detail the project's methodology, including provisions for long-term management and protection;
 - indicate the anticipated timetable for implementation ;
 - describe your organization's experience in conducting similar types of projects (*please indicate if this is your organization's first project of this type*).
- E.) Evaluation - describe the strategy for monitoring and evaluating program results, including how success will be defined and measured.
- F.) Dissemination - describe how the results of the project will be communicated to appropriate audiences.
- G.) Partner Justification and Community Involvement
 - describe the strength, qualifications and nature of the contribution of your organization and other collaborating organizations;
 - describe how the project will involve the local community(s);
 - indicate whether the proposed project has been reviewed by or otherwise involves the participation of appropriate state or federal agencies.

V. PROJECT BUDGET AND PHASING:

A.) Budget Guidelines

Budget requests must conform to the following budget categories that specifically describe direct project expenses, not general project activities. **Please note that funds CANNOT be used for general administrative overhead or indirect costs of any kind.**

Budget Category

Salaries and Benefits	
Salaries	List each position with the annual rate and percentage of time to be spent on the project. Include only those who are employed by the applicant/recipient (see Contractual Services for employees of other organizations). The Foundation cannot pay for the salaries of permanent federal employees but can consider paying for seasonal labor.
Benefits	Indicate what rate is used and what items are included.
Equipment	
Equipment	List each item of tangible, nonexpendable personal property that has a useful life of more than one year and a unit cost of more than \$5,000 and its unit cost.
Other	
Contractual Services	List each service being contracted and its cost, including a justification for the requested level of funding. Please note that federal law requires a competitive bid process. Otherwise, justify a sole source bid.
Supplies/Materials	List each type of item being purchased with the number of items of that type and the per-unit cost.
Printing	List each type of item being printed with the number of items of that type and the per-unit cost.
Travel	Indicate the number of trips, number of travelers, mode of transportation, and rates (see http://www.gsa.gov/travelpolicy).
	List other direct project expenses per line item (e.g., postage, long distance phone charges).

B.) Budget Form

Please develop a line-item budget that breaks all expenses out into their respective categories i.e. type of item, # of items, and per-unit cost. Use U.S. dollars (rounded to the nearest

*hundred) for all amounts listed below. **NOTE:** List only financial line items under the column "Budget Category." Contributed goods and services should be included under Matching Contributions based on the estimated dollar value of the contribution.*

[illegible]

If this space is not adequate, please use the same format on a separate sheet of paper.

C.) Project Phasing

In order to facilitate timely payment of funds to successful applicants, projects need to be organized into Project Phases. A Project Phase is comprised of individual activities that will be accomplished in a specific time period to meet the overall project purpose. Projects should typically be organized into one to four Project Phases that are defined by observable milestones in the project timeline.

Please fill in the Project Phasing format below. Each Project Phase needs to have its own budget (using the simplified budget categories shown below), including associated Partner Contributions and a Scope of Work identifying activities and measurable results. When developing Project Phases, consider imminent Project expenses (i.e., immediate cash needs to cover work proposed for that phase) and the timing of Project activities (i.e., points where Project success can be measured). Payments will typically be made in advance of each Project Phase; however, the final payment will typically be made in arrears to ensure all final financial and programmatic reports have been submitted. Some Projects may cover only a single phase such as is often the case in an acquisition.

NOTE: This information is **NOT** used to evaluate your grant. It is collected to make it easier to prepare agreements with National Fish and Wildlife Foundation if the project is awarded a grant.

Project Phase 1: <i>(Write a brief Scope of Work for the phase)</i>		Budget Category	NFWF Funds
		Salaries & Benefits:	
		Equipment:	
		Other:	
Anticipated Partner Contributions for Phase 1:			TOTAL

Project Phase X: <i>(Write a brief Scope of Work for the phase)</i>		Budget Category	NFWF Funds
		Salaries & Benefits:	
		Equipment:	
		Other:	
Anticipated Partner Contributions for Phase X:			TOTAL

Final Project Phase: <i>(Write a brief Scope of Work)</i>	Please note: payment for this Phase may serve as a Holdback until receipt of final reports and may be disbursed in arrears.	Budget Category	NFWF Funds
		Salaries & Benefits:	
		Equipment:	
		Other:	
Anticipated Partner Contributions for Final Phase:			TOTAL
		NFWF PROJECT TOTAL	

SIGNATURE OF APPLICANT

(An original signature page must be received with this application)

I certify that the above information is true and accurate.

Signature of Executive Director or Project Officer

Date

Name, Title